



CITY OF WILLIAMSBURG

MEMORANDUM

TO: Mayor and City Council

DATE: February 5, 2004

SUBJECT: 2005 Williamsburg Comprehensive Plan Process

This memo outlines the process for the preparation of the 2005 Comprehensive Plan. The Plan will be prepared for the Planning Commission by the Planning Department. A Planning Commission recommendation to City Council is expected by the end of the year.

Planning Commission has held work sessions on the Comprehensive Plan on January 12 and 27, and has additional work sessions scheduled on February 9 and 23, and March 8 and 22. On January 27, the Commission developed a list of their initial major concerns for the Update, and also indicated areas of concern on a map of the City. This information will be presented to City Council on February 9.

Preparation for the Update – January to March 2004

- ◆ Review major parcels of land available for development or redevelopment (Commission briefed on December 17, 2003)
- ◆ Review progress made on recommendations from the 1998 Comprehensive Plan (discussed at January 12, 2004 Planning Commission work session)
- ◆ Discuss Comprehensive Plan process with City Council (scheduled for February 9, 2004 City Council work session)
- ◆ Review history of Comprehensive Planning in Williamsburg – outline major differences and similarities between the plans of 1953, 1968, 1981, 1989, and 1998 (scheduled for the February 18, 2004 Planning Commission regular meeting)
- ◆ Initial Planning Department meetings/contacts with the following groups about Comprehensive Plan issues:
 - Neighborhood Council (scheduled for February 7, 2004))
 - Williamsburg Area Chamber of Commerce - Convention & Visitors Bureau, Hotel & Motel Association (scheduled for March 1, 2004)
 - Williamsburg Land Conservancy (held December 2, 2003)
 - Beautification Advisory Committee (held on January 20, 2004, will be discussed again on March 10, 2004))
 - Architectural Review Board
 - Industrial Development Authority (held October 28, 2003)
 - Williamsburg Redevelopment & Housing Authority
 - Sentara Reuse Community Advisory Committee

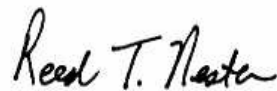
- Williamsburg/James City County Schools
- Williamsburg Area Association of Realtors (held January 23, 2004)
- Historic Triangle Corridor Enhancement Committee
- Regional Issues Committee (scheduled February 24, 2004)
- College of William & Mary (scheduled for March 22, 2004 Planning Commission work session)
- Colonial Williamsburg Foundation (scheduled for February 23, 2004 Planning Commission work session)
- Merchants Square Association
- Colonial National Historical Park
- James City County planning staff
- York County planning staff
- ◆ Prepare outline of public participation process
 - Maintain mailing list of interested citizens and organizations
 - Create special section on City web site for Plan update
 - Utilize existing organizations (see above) and meet with select organizations during scheduled work sessions
 - Public meetings
 - Work sessions
 - * At least two work sessions per month
 - * Open forum at each work session
 - Thematic meetings
 - * History of Williamsburg's Comprehensive Planning
 - * Residential neighborhoods and housing
 - * Commercial areas and economic development
 - * Community Character
 - * Infrastructure
 - Presentation of the plan
 - * Plan drafts/progress reports posted on City web site
 - * Meet with community organizations
 - * Special information meetings
 - * City quarterly newsletter inserts
 - * Special TV program(s)
- ◆ Work with Sharpe Students on survey of college students as input to the Comprehensive Plan (presentation to Planning Commission scheduled for April 14, 2004)
- ◆ Work with Assistant City Manager on a presentation to Planning Commission on the results of the Citizen Surveys since the 1998 Comprehensive Plan (scheduled for the February 9, 2004 Planning Commission work session)
- ◆ Special Planning Commission information session to discuss Comprehensive Plan issues with citizens

The Update – April to December 2004

- ◆ Develop an outline of the Comprehensive Plan Update
 - 150 pages maximum
 - Abandon Planning Area concept and concentrate on thematic areas
- ◆ Possible table of contents
 - Introduction
 - Review/Analysis of past plans
 - Goals
 - Demographics
 - Community Character – the natural and built environments
 - Residential Neighborhoods and Housing
 - Institutions (CW and W&M)
 - Commercial areas and economic development
 - Infrastructure – utilities, transportation, parks, community facilities
 - Recommendations for Implementation
- ◆ Preparing the Plan
 - Reed Nester – overall supervision and writing
 - Carolyn Murphy – mapping, historic areas, urban design
 - Jason Beck – existing land use survey
 - John Catlett – housing
 - Jodi Miller – economic development
 - Other City staff as needed (Dan Clayton and Steve Martin – Public Works and Utilities, Paul Hudson – Parks and Recreation, etc.)
 - Possible consulting services needed – artwork and mapping, demographic and economic analysis, transportation

Adoption Process

- ◆ Planning Commission final public hearing
- ◆ Planning Commission recommendation to City Council in December 2004
- ◆ City Council review of recommended Plan in January/February 2005
- ◆ City Council adoption of Plan in March 2005



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Planning Director